



How to Make a Public Records Request to the Louisiana Department of Justice

Any person who is over the age of 18 has the right to make a public records request to a government agency. This right includes the ability to inspect, copy, or reproduce public records – except as otherwise provided by law.

To ensure your request is tracked and processed efficiently, the Louisiana Department of Justice (LADOJ) recommends the following steps to make a public records request to our office:

1. Submit a written request by mail, electronic mail, or fax to the following:

Mail:

Office of the Attorney General
Attn: Public Records Coordinator
P.O. Box 94005
Baton Rouge, Louisiana 70804

Email:

aglandrynews@ag.louisiana.gov

Fax:

225-326-6096

2. Make your request as specific as possible so that LADOJ staff can search for any applicable records and process it efficiently.

- For records relating to specific cases, please include any case numbers if available.
- Please include specific search terms to help better identify any responsive documents.

LADOJ will acknowledge or respond to your request within 3 business days, as required by La. R.S. 44:1 *et seq.* **Note:** Upon receipt of your request – LADOJ staff will determine what, if any, records are subject to this request; and, if so, whether any privileges or exemptions apply. Depending upon the size of your request, this could take time. You will be notified as soon as possible whether records have been located that are responsive and approximately when they will be ready for review.

3. Follow up.

- Please feel free to follow up with our office to ensure your request was received or to check on the status of your request. The LADOJ will make a determination on your request as soon as the records, if any, are reviewed and identified.